

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes and bubbling hot springs, cold mountain streams, winter snows and sunny summer skies, rolling sagebrush hills and vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants and cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville and Walker, which offer

a more quiet and rural way of life, with shopping in near by Gardnerville and Carson City, Nevada.

Are you tired of the big city with its crowds and pollution? Are you looking to improve your quality of life? Perhaps Mono County is the place of your dreams. If you enjoy the great outdoors, what better place to live and work than Mono County?

BENEFITS: Mono County provides generous benefits: 2% at 55 PERS (highest 12 mo.); medical, dental, & vision monthly premiums paid 100% for you and your dependents (80/20 plan); and deferred compensation (457 with 401 County match up to 3%). This At-Will position is given 80 hours of merit leave (in addition to 3 wks. vacation), cost of living adjustment and pay for performance in addition to the monthly salary.

TO APPLY

Application materials may be received and returned to:

County of Mono--CAO/HR

P.O. Box 696

Bridgeport, CA 93517

Telephone: (760) 932-5413

Fax: (760) 932-5411

Applications with supplemental questionnaire responses must be received with the application. Faxes will be accepted if the fax is sent to this office by the final filing date AND the original application is received within five (5) days. Next Application Review Date: May 19, 2006

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. Any questions should be directed to Human Resources

If you require ADA testing and interview accommodation, call HR at 760/932-5413.



COUNTY OF MONO



INVITES APPLICATIONS FOR

COUNTY CLERK / RECORDER / REGISTRAR

**FINAL FILING
DATE:**

Open Until Filled

SALARY \$7,097 month

THE POSITION

The voters of Mono County passed a ballot measure making the County Clerk / Recorder / Registrar an appointed position. This new “At-Will” Management Position is appointed by and reports to the County Administrative Officer. Our current incumbent is retiring. The position includes responsibility for the offices of County Clerk, County Recorder, and County Registrar of Voters, as well as overall management of this combined Department. The position also serves as Ex Officio Clerk of the Board of Supervisors.

Typical tasks include, but not limited to:

- Manages, plans, and provides oversight of the functions, programs, and budget of the County Clerk/ Recorder/ Registrar Department.
- Provides direct supervision, training, and overall guidance for Department staff.
- Confers with the State, local officials, and community groups on matters related to the policies, functions, and operations of the Department.
- Represents the Department at meetings, conferences, and hearings at all levels of government to explain, interpret, and promote Department’s programs and responsibilities.
- Coordinates the activities of the Department with other agencies, departments, and organizations.
- Ensures the development, maintenance, and application of legal, equitable, and consistent policies and standards regarding the complete scope of operations, services, and programs which are the responsibility of the County Clerk/ Recorder/ Registrar Department.

QUALIFICATIONS

The best qualified candidate will have:

- Earned a Bachelor’s Degree with major course work in business administration, public administration, government, or political science. This may be substituted for two (2) years of experience.
- Possess a minimum of six (6) years of progressively responsible experience, including work at senior management level, in a county clerk, recorder, registrar of voters, and/or clerk to the board of supervisors office. Experience must include major responsibility for overseeing one or more program areas listed above.

The Ideal Candidate

We are seeking applicants with an enthusiasm for, and dedication to, public service. The ideal candidate will:

- Be an approachable leader with a management style that quickly fosters trust, loyalty, and respect.
- Prefer working in a true strong team, non-territorial oriented environment.
- Think clearly under pressure, maintain a positive attitude and exercise a sense of humor.
- Skillfully communicate both orally and in writing, and make public presentations that are interesting, informative, and persuasive.
- Have a track record of demonstrated accomplishments including making tough decisions and getting things done.
- Be willing to take reasonable risks, promote creative ideas, and accept change.
- Set clear expectations; effectively monitor performance, and hold employees accountable.
- Demonstrate a clear understanding of the issues, legal mandates, and public concerns regarding the responsibilities of a county clerk, county recorder, county registrar of voters, and clerk to the Board of Supervisors in California

THE EXAM PROCESS

The examination process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application and supplemental questionnaire(pass/fail). Those successful in this evaluation will be invited to an oral examination (weighted 100%) which may include interviews with multiple panels. If a large number of applications are received for this recruitment, *only the most qualified* applicants will be invited to participate in the examination process.

SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is expected that you will be as complete and specific as possible. Your answers should be submitted on “8 ½ x 11” paper, preferably typed and submitted with your completed employment application.

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Describe your experience in each of the following areas: county clerk, county recorder, county registrar of voters, and clerk to the board of supervisor responsibilities.
2. Describe your management philosophy. Provide examples of how your management strategies provided for improved morale, continuous growth, and prosperity among those you have directed.
3. Describe your background and experience in the development and administration of an annual budget.
4. Describe your experience and/or accomplishments in developing and implementing a top level customer service program.